

**Alaska Department of Fish and Game Statewide
Sportfishing Guide and Business Licensing and Vessel
Registration Program, 2014 - 2016**

by

Dora Sigurdsson

December 2013

Alaska Department of Fish and Game

Divisions of Sport Fish and Commercial Fisheries



Symbols and Abbreviations

The following symbols and abbreviations, and others approved for the Système International d'Unités (SI), are used without definition in the following reports by the Divisions of Sport Fish and of Commercial Fisheries: Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications. All others, including deviations from definitions listed below, are noted in the text at first mention, as well as in the titles or footnotes of tables, and in figure or figure captions.

Weights and measures (metric)		General		Mathematics, statistics	
centimeter	cm	Alaska Administrative Code	AAC	all standard mathematical signs, symbols and abbreviations	
deciliter	dL	all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.	alternate hypothesis	H _A
gram	g	all commonly accepted professional titles	e.g., Dr., Ph.D., R.N., etc.	base of natural logarithm	<i>e</i>
hectare	ha			catch per unit effort	CPUE
kilogram	kg			coefficient of variation	CV
kilometer	km	at	@	common test statistics	(F, t, χ^2 , etc.)
liter	L			confidence interval	CI
meter	m			compass directions:	correlation coefficient
milliliter	mL	east	E	(multiple)	R
millimeter	mm	north	N	correlation coefficient (simple)	r
Weights and measures (English)		south	S	covariance	cov
cubic feet per second	ft ³ /s	west	W	degree (angular)	°
foot	ft	copyright	©	degrees of freedom	df
gallon	gal	corporate suffixes:		expected value	<i>E</i>
inch	in	Company	Co.	greater than	>
mile	mi	Corporation	Corp.	greater than or equal to	≥
nautical mile	nmi	Incorporated	Inc.	harvest per unit effort	HPUE
ounce	oz	Limited	Ltd.	less than	<
pound	lb	District of Columbia	D.C.	less than or equal to	≤
quart	qt	et alii (and others)	et al.	logarithm (natural)	ln
yard	yd	et cetera (and so forth)	etc.	logarithm (base 10)	log
Time and temperature		exempli gratia		logarithm (specify base)	log ₂ , etc.
day	d	(for example)	e.g.	minute (angular)	'
degrees Celsius	°C	Federal Information Code	FIC	not significant	NS
degrees Fahrenheit	°F	id est (that is)	i.e.	null hypothesis	H ₀
degrees kelvin	K	latitude or longitude	lat. or long.	percent	%
hour	h	monetary symbols		probability	P
minute	min	(U.S.)	\$, ¢	probability of a type I error	
second	s	months (tables and figures): first three		(rejection of the null hypothesis when true)	α
Physics and chemistry		letters	Jan,...,Dec	probability of a type II error	
all atomic symbols		registered trademark	®	(acceptance of the null hypothesis when false)	β
alternating current	AC	trademark	™	second (angular)	"
ampere	A	United States		standard deviation	SD
calorie	cal	(adjective)	U.S.	standard error	SE
direct current	DC	United States of America (noun)	USA	variance	
hertz	Hz	U.S.C.	United States Code	population sample	Var var
horsepower	hp				
hydrogen ion activity (negative log of)	pH				
parts per million	ppm	U.S. state	use two-letter abbreviations		
parts per thousand	ppt, ‰		(e.g., AK, WA)		
volts	V				
watts	W				

REGIONAL OPERATIONAL PLAN SF.4A.2014.01

**ALASKA DEPARTMENT OF FISH AND GAME STATEWIDE
SPORTFISHING GUIDE AND BUSINESS LICENSING AND VESSEL
REGISTRATION PROGRAM, 2014 - 2016**

by

Dora Sigurdsson

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December 2013

The Regional Operational Plan Series was established in 2012 to archive and provide public access to operational plans for fisheries projects of the Divisions of Commercial Fisheries and Sport Fish, as per joint-divisional Operational Planning Policy. Documents in this series are planning documents that may contain raw data, preliminary data analyses and results, and describe operational aspects of fisheries projects that may not actually be implemented. All documents in this series are subject to a technical review process and receive varying degrees of regional, divisional, and biometric approval, but do not generally receive editorial review. Results from the implementation of the operational plan described in this series may be subsequently finalized and published in a different department reporting series or in the formal literature. Please contact the author if you have any questions regarding the information provided in this plan. Regional Operational Plans are available on the Internet at: <http://www.adfg.alaska.gov/sf/publications/>

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SIGNATURE/TITLE PAGE

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Project leader(s): Dora Sigurdsson, Fishery Biologist

Division, Region and Area Pat Hansen, Biometrician

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Approval



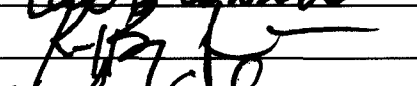


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SYNOPSIS

PURPOSE

The Alaska sportfishing guide industry has experienced growth in recent years. This growth has led to concern among users, the industry, and resource management agencies. Prior to 1995 data on number of guides and businesses, the number of clients served, effort, and harvest was lacking or was not well documented throughout many areas of Alaska.

Since 1995, the Alaska Department of Fish and Game (ADF&G) has gathered information on sportfishing businesses and guide industry through various methods and registration programs. In 1998, a program was instituted for both sportfishing businesses and sportfishing guides that required annual registration with the department, and their saltwater and freshwater catch and harvest. Saltwater and freshwater catch, harvest and trip information is detailed in the *FY 2014 Alaska Department of Fish and Game statewide saltwater guided sportfishing reporting program operational plan* and the *FY 2014 Alaska Department of Fish and Game statewide freshwater guided sportfishing reporting program operational plan*. Detailed in this operational plan is the licensing and vessel registration process required for all sport fish charter and guide operations and guides along with the registration of all vessels used in the charter/guide industry. Such information will allow fishery managers to examine trends and base decisions on information and not speculation. Additionally, sport fishing associations, private industry, other governmental regulatory agencies, and the public will have access to timely and accurate information on the guided sportfishing industry statewide.

BENEFITS

This project will update and maintain a statewide database on 1) the licensing of sportfishing guides and business operations and 2) all vessels registered for use in the statewide charter/guide industry. The collected data will be compiled to show the extent and growth of the guide industry, and the number of saltwater and freshwater vessels used within the industry. Such information is essential for regulation and management of fisheries, for project evaluation, and for formulation of department policies and priorities that reflect angler needs, concerns, and preferences.

OBJECTIVES

1. To license sportfishing guides and guide service businesses, obtain contact information, and develop and maintain a sportfishing guide and business database; and
2. To report the number of sportfishing charter vessels registered to operate in the sport fishing guiding industry in fresh and saltwaters.

PROCEDURES

In 2004, the Alaska Legislature adopted house bill (HB) 452 that established licensing requirements for sport fishing guide business owners and sport fishing guides along with the registration of all vessels used in the guiding industry on a statewide basis. This bill replaced the older registration process previously required of all sport fishing guides and business owners since 1998, and implemented a new vessel registration process previously handled by the Commercial Fisheries Entry Commission (CFEC). Licensing and vessel registration became effective in 2005 and was intended to establish minimum standards to further professionalism and legitimacy of the Alaska sport fish guide industry while tracking the number of vessels

active in the guide industry. License applications were designed and printed in Anchorage and made available in three different ways; in all area and regional ADF&G offices, as a form that could be printed out from the Division of Sport Fish internet web site, and as an interactive license with payment by credit card on the Department of Administration web site. Vessel registration forms were incorporated within the logbooks required of all business owners.

Prior to initiating any guide services, a guide and guide business must already be licensed by the Department of Fish and Game and any vessels used to carry passengers/clients for hire must be registered.

LOCATION

Licensing activities will be conducted statewide, project staff are located in Anchorage; some assisting personnel are located throughout all ADF&G area offices. All applications for licensing are received, processed, and entered into a database in Anchorage. All follow up queries to guides and guide businesses for clarification on information provided on the license applications is conducted by Anchorage staff.

BUDGET SUMMARY

For budgetary purposes, the guide licensing, vessel registration, saltwater logbook reporting and freshwater logbook reporting portions of the program are grouped within one budget code but are detailed within three operational plans. No breakdown of cost between each portion is available. A new budget is effective on July 1st of each New Year.

Code	Line Item	Cost
100	Personal Services	\$283.6
200	Travel	\$5.5
300	Contractual	\$64.7
400	Commodities	\$7.0
500	Equipment	\$0.0
TOTAL		\$360.8

Budget Manager: Dora Sigurdsson, Fishery Biologist IV

Project Personnel: (Name, job class, months budgeted)

Dora Sigurdsson	Fishery Biologist IV	0.0
Kirk Brogdon	Analyst Programmer V	0.0
Bob Powers	Research Analyst III	4.0
Kathy Kush	Program Technician	12.0
Cindy Palmatier	Office Assistant	11.0
Raili Kedzior	Office Assistant	7.0
Diane Novinska	Office Assistant	7.0
Andrea Hamby	Office Assistant	6.0
Southeast staff		
Southcentral staff		

INTRODUCTION

The Alaska Department of Fish and Game (ADF&G), Division of Sport Fish – Research and Technical Services (RTS), has operated a program to register both sportfish guides and sportfish service businesses since 1998. During this same time period, ADF&G also collected information on sportfish participation and harvest by saltwater charter vessel clients and crew. In May 2004, House Bill 452 (HB 452), the Guided Sport Fishing bill, was introduced and subsequently passed by the Alaska state legislature, and signed into law by the Governor. This bill replaces the registration program with a licensing program and adds a vessel registration and freshwater reporting program to the existing saltwater reporting program. Licensing of sport fish guide services and guides is conducted and reported annually. The following briefly summarizes the history of this program.

GUIDE AND BUSINESS LICENSING

The growth of the sportfishing industry in Alaska has had an effect on fish allocation and management in recent years. Regulatory decisions on many related issues have previously been hampered by the lack of information regarding the industry and its impact on fishery resources in many parts of Alaska. The sportfishing guide and business licensing program provides a comprehensive system to better define this diverse industry throughout Alaska. The licensing requirement established in 2005 is intended to establish minimum professional standards and to protect consumers by requiring business owners to meet state requirements.

Since May 1995, the owner(s) of a business engaging in guiding anglers anywhere in Alaska has been required to register annually with ADF&G. Additionally, any employee acting as a sportfishing guide for a business has been required to register before conducting sportfishing guide activities. In 1997 sportfish guides were required to register and provide information about the employing business and to register their vessels. In 1998 ADF&G continued to register guide businesses and guides but stopped registering charter vessels because the Commercial Fisheries Entry Commission (CFEC) implemented a licensing program for all vessels to be used for guided sportfishing.

In February 1998, the Alaska Board of Fisheries (BOF) adopted statewide sportfishing guide registration regulations and definitions which can be found in 5 AAC 75.075: *Fishing Services and Sportfishing guides; Registration Requirements; Regulations of Activities*. The definition of fishing services and fishing guide services were narrowed to exclude activities of booking agents and other ancillary services provided by a tour broker or agent to a fishing service. The definitions also excluded services provided by deckhands, assistants, and similar persons who work directly under the supervision of and on the same vessel as a fishing guide. It should be stressed that this was a registration process, not a licensing process. No fees were required and businesses and guides were free to provide services in any area of the state. In conjunction with the activities regulated under 5 AAC 75.075, a charter business owner was required to complete a State of Alaska, Department of Fish and Game, Saltwater Sport Fishing Charter Vessel Logbook, adopted as 5 AAC 75.076: *Fishing Services and Sportfishing Guides Reporting Requirements*.

In 2005, HB 452, the Guided Sport Fishing Bill, replaced the registration process with a licensing process. This bill was implemented to standardize the guiding industry by initiating a licensing, vessel registration and reporting (logbook) program that extends to all sport fish

charter or guide businesses. As a result of HB 452, ADF&G initiated a licensing process by creating three new licensing options. The details of the licensing process are outlined in the METHODS section, below.

In 2013 an amendment to the definition of “compensation” was proposed and put into regulation. A new subsection to the definition is outlined in 5 AAC 75.995 to include direct or indirect payment or benefits received for services such as wages, dues, payment, fees or other remuneration given directly or indirectly to a fishing club, business, organization or individual who provides sport fishing guide services. It does not include reimbursement for the actual daily expenses for fuel, food, or bait. The new definition closes the gap that previously allowed third party payments to guides by a large corporation or business. This new definition covers non-monetary compensation like other “benefits” by requiring the licensing of this business and the guide licensing of those that lead the fishing trips.

VESSEL REGISTRATION

In addition to implementing a licensing process and freshwater reporting requirements, HB 452 also mandated that ADF&G register vessels used to provide sport fishing guided services, and provide proof of vessel registration to the business owner without charge. Prior to 2005, all vessels used in the sport fishing charter industry were required to license through the Commercial Fish Entry Commission (CFEC). Vessels were required to display a metal triangle with current year stickers to indicate compliance with annual vessel license requirements. In 2005, ADF&G implemented a vessel registration program for only those vessels operating within the sport fishing guiding industry. Charter/guide vessels are required to have current Alaska numbers (AK numbers) assigned by the State of Alaska Division of Motor Vehicles (DMV) or a U.S. Coast Guard (USCG) vessel documentation number. Specific details of the current vessel registration processes are outlined in the METHODS section, below.

OBJECTIVES

1. To license sport fishing guides and guide businesses. During the annual licensing process the following information will be collected:
 - a. contact information (address and phone number)
 - b. occupational business license number
 - c. insurance information (business only)
 - d. Alaska sport fishing license number
 - e. U.S. Coast Guard license number or Merchant Mariner credentials
 - f. citizenship
 - g. current first aid certification
2. To register freshwater and saltwater charter vessels operating in the guided fishing industry. During the annual registration process, the following information is collected:
 - a. current AK or USCG documentation vessel numbers
 - b. homeport of saltwater vessel
 - c. primary drainage of freshwater vessel

METHODS AND DATA COLLECTION

BUSINESS AND GUIDE LICENSING

State regulations require that the owner or agent of any business operation and any individual that intends to provide sport fishing guide services must license annually with the Alaska Department of Fish and Game before guiding in Alaska. Furthermore, any person who provides guide services may do so only as an employee or contractor of a guided fishing business operation or as the owner of such a licensed business. This regulation is outlined in Alaska Statutes, Title 16, Chapter 40, Sec. 16.40.260 detailing the Sport Fishing Business Owner License requirements for business owners and guides.

Beginning in 2005, all sport fishing charter/guide businesses and guides were required to initiate their own licensing in one of three possible ways; 1) a guide and business can become licensed in person at any ADF&G office, completing and submitting the license application with payment on site (Appendix A1); 2) Guides and businesses can also go to the Division of Administration website at: <https://www.adfg.alaska.gov/store/> (Appendix A2), apply online with a credit card, and wait 7-10 days for the actual license; or 3) go the Division of Sport Fish website at: <http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.businesslicense> (Appendix A3), where the license application is available to print out and mailed to ADF&G with a check or money order. The only licensing method that does not require a waiting period is if the individual goes directly to an ADF&G office. The license application form is designed to accommodate three licensing options: a Guide License for \$50.00, a Business Owner license for \$100.00 and a combined Business Owner/Guide License for \$100.00 (Appendix A1). Revenues generated by this program will be deposited into the Fish & Game fund and will be used to administer these new licensing and reporting requirements. Licensing fees have not changed since licensing became mandatory in 2005.

The licensing process involves collection of contact information for businesses and guides. In addition, HB 452 requires liability insurance and an occupational business license number from each business at the time of licensing. Each guide is similarly required to provide information on citizenship or resident alien status, a current first aid card, and a current Alaska sport fish license before a guide license will be issued. If a guide operates a motorized vessel on navigable waters, a U.S. Coast Guard operator's license number is also required.

All sport fish guides and business owners are provided wallet-sized licenses once the application has been processed and approved. Business owners and guides must carry the license on their person while operating.

The licensing process can take up to 7 to 10 business days before the actual license is provided to the guide or business operation. Data from the license applications will be entered daily. Final processing and mailout of the license is also done daily. Immediate on-site temporary licensing is available only by going directly to an ADF&G office where the duplicate non-carbon copy of the license application is stamped with a unique rubber "licensing" stamp and the ADF&G representative signature is provided on the license application. This type of licensing allows the guide or business operation to immediately conduct business. The license application on their person is then replaced by the wallet sized card received 7-10 days later.

Enforcement

Enforcement of guide and business registrations was inconsistent from 1998 through 2001. Beginning in 2002, the ability of a peace officer of the State of Alaska to request to see proof of registration was clarified, which allowed officers to confirm the registrations of guides and businesses in the field. In 2002, ADF&G was directed to comply and provide any and all registration information upon request by a Fish and Wildlife Enforcement officer without them having to acquire a warrant or court order.

RTS will request periodic information on licensing violations provided by the Alaska State Troopers, even though this list is not updated on a regular basis and does not summarize statewide licensing violations. Regulations under Article 5, sec. 16.40.290(d) state that a court may revoke the sport fishing guide license of a person convicted of violating a sport fishing regulation or is guilty of a class B misdemeanor of a second or subsequent offense within a three-year period. Currently, there is no process in place that automatically updates RTS staff with information concerning guide licensing infractions. The program coordinator has initiated contact with Alaska State Troopers to begin a process that would inform the program coordinator when a license revocation has occurred and what if any penalty was delivered. RTS staff are frequently made aware of guides and businesses that are providing guiding services to paying clients without being properly licensed. RTS will investigate and confirm that current licensing has not taken place and then forward the information to the nearest Alaska Wildlife Trooper (AWT) for further action. Unless the program coordinator is contacted directly and instructed to withhold a license application, no change in the licensing process and distribution is made.

VESSEL REGISTRATION

Beginning in 2005, ADF&G was charged with registering all vessels used in the sport fish charter industry. Vessel registration requirements for all vessels used in the sport fishing guide industry are outlined in Alaska Statutes, Title 16, Chapter 5, Sec. 16.05.395.

Since all businesses are required to have a logbook, vessel registration will be incorporated within the saltwater and freshwater logbooks and become part of the logbook sign-out process (Appendix B1 and B2). From saltwater businesses, the vessel name, vessel make and model and primary Alaska port from which the vessel will operate is also required. In addition to the vessel AK license number assigned to their vessel from DMV or the U.S.C.G. documentation number, freshwater businesses will be asked to provide the name of the primary Alaska drainage or community the vessel will currently operate out of.

The saltwater logbook is assigned to a specific vessel being used by the business and rarely interchanged between vessels throughout the season. Due to this simple approach, the saltwater vessel is considered registered upon issuance of a logbook as long as the DMV AK number or U.S.C.G. vessel documentation number is current. The business owner is instructed to contact ADF&G if additional vessels are added during the season. (Appendix B1).

Freshwater vessel registration occurs within the freshwater logbook. The business owner is required to register all vessels that may be used during the course of the season. The business owner is instructed to contact ADF&G if additional vessels are added during the season.

Once registered, all vessels will be issued two decals, one for each side of the vessel (Appendix B3). These 13" x 8 ½" decals are to be prominently displayed on both sides of the vessel to indicate that this vessel is a legally registered Alaska sport fishing guide vessel. Decals do not

need to be permanently adhered to the vessel as long as they are visible while clients are on board. Each year, a tag (Appendix B4) with the current year on it will be issued to place over the previous year. Yearly stickers will indicate that vessel registration has occurred. A current year sticker must be displayed prior to operating the vessel with clients on board.

The ADF&G decal replaces the previous requirement for a CFEC triangle. Vessel registration and tracking will be through the AK or U.S.C.G. documentation numbers. A database to track the number of saltwater and freshwater vessels active in the sport fishing charter/guide industry will be maintained on an annual basis.

DATA REDUCTION

BUSINESS AND GUIDE LICENSING

As license forms are received by RTS from area offices or through the mail, they will be reviewed for completeness, entered into the database, scanned to create electronic image files, then stored. RTS will keypunch the information from the license forms verbatim into an initial database representing the raw data (Appendix C). Internet licensing applications are captured by RTS staff and stored in an Oracle database maintained by ADF&G Division of Administration (DOA). In order to process the 2013 Business Owner/Guide License, a Division of Sport Fish Intranet application is used to import any new data from the DOA database into the master Guide License database.

Once imported, a procedure is run that assigns the official license numbers to each newly imported record and also updates a flag on the DOA database to ensure that the record is not imported again, no data is ever deleted or changed on the DOA database other than the update flag and date fields.

Once the licensing information is imported, it can be retrieved, edited and license reprints can be conducted by RTS staff only. Access to the licensing data, to determine valid licensing, is available at any area or regional office with internet access for lookup purposes only. Temporary licensing is available if the original license is lost, no editing would be allowed by area offices.

As described above, the primary data collection is accomplished when business owners and guides complete the application forms associated with the licensing process, resulting in the collection of the following information for each business: the name of the business, name of business owner, physical and mailing address of the business along with current phone numbers are collected on the license application. In addition, the State of Alaska occupational business license number, expiration date, insurance company name, binder or policy number and effective dates of the insurance policy are also collected. The primary data captured through the application process for each guide includes: the name, permanent mailing address, and phone number is collected. Information on the guide's citizenship or resident alien status, first aid information, and current year Alaska sport fishing license are collected. If a guide plans to operate a motorized vessel on U.S. Coast Guard determined navigable waters, his U.S. Coast Guard operator's license number is also documented.

Each license will have a unique 4 or 5-digit number, allowing the department to determine how frequently each method of licensing is used, and which one seems to be preferred. Licenses in which the first digit begins with zero (0001) through seven (7999) is a license that was applied for at an area ADF&G office, a license in which the first digit is eight (8000-8999) was applied

for by going to the Division of Sport Fish web site and printing out a license application, and a license with four digit numbers in which the first digit is nine (9xxx) or licenses with five digit numbers are associated with license applications via the internet.

License applications obtained in the area ADF&G offices are a two part non-carbon design. Once completed, signed and stamped, the licensee retains the duplicate non-carbon (colored) copy; the duplicate copy is the temporary license until the permanent license is received. Internet application information is downloaded from the Division of Administration to the Sport Fish RTS data retrieval site where it is accessed by an RTS employee and processed. This information is printed on a pre-designed 2013 wallet sized license card (Appendix A5) and mailed to the applicant. License applications that are downloaded on individual personal computers, filled out and mailed in to RTS are processed, printed out on the same pre-designed 2013 wallet sized license card and mailed back to the applicant. The yellow copy of all licenses becomes the license once it has the official rubber stamp and a department signature.

The licenses themselves contain information that helps enforcement personnel determine whether an individual is a guide only, business owner and guide, or a business owner only. Additionally, the license specifies if an individual holds a current U.S.C.G. license. A business only license provides the business name, business owner name, and business license number, a business owner and guide combination license specifies the business name, owner/guide name, business license number and U.S.C.G. operator's license number if applicable, and the guide only license contains the name of the guide, guide license number and U.S.C.G. operator's license number if applicable. If no U.S.C.G. operator's license number is displayed, it will clearly state "No U.S.C.G." to quickly determine that this individual should not be operating a vessel with clients on board in navigable waters. (Appendix A5).

Any requests made by license applicants to update addresses or add U.S.C.G. license information, will be received by RTS staff and changed in the database to reflect corrected information. An updated license is forwarded to the applicant.

Fees for the license applications are collected by area staff and submitted with each completed license to RTS. Area offices are instructed to allow payment in the form of check or money orders only in order maintain security when license applications and associated funds are sent through the mail. Area offices are not set up to accept credit card transactions; it is up to individual area offices to decide if they want the ability to accept credit cards.

Only regional ADF&G offices in Anchorage, Fairbanks, and Douglas have the ability to conduct credit card transactions. In addition to credit cards, these offices will also accept cash, checks, and money orders. Regional offices deposit all revenue from license sales at a local bank where an account for the licensing program has been established, and then forward the license application to RTS. All other area offices attach the checks and money orders to the license application and send it to RTS in Anchorage. RTS directly deposits all funds into a local bank account set up specifically for the licensing program.

VESSEL REGISTRATION

Vessel registration information is received along with logbook sign-out sheets. As vessel registration pages are received by RTS, they will be reviewed for completeness, entered into the database, scanned to create electronic image files, and then stored. The RTS Program Technician will perform checks and edits to correct spelling errors on vessel names and verify vessel AK

numbers and U.S.C.G. documentation numbers. Familiarization with the U.S.C.G. documentation numbers and DMV AK numbers portion of vessel registration has improved editing and has brought to light any registration issues early in the season for follow-up. Other programs will be used to check the recorded data and identify potential problems. The checks will be performed on each registered vessel. Duplicate entries for a vessel being used for more than one business will be validated.

RTS will maintain a database of all vessels that participate in the charter or guided sport fishing industry. Vessel registration is designed to occur simultaneously while acquiring a logbook. Business owners are required to provide a current AK number or U.S. Coast Guard documentation number, vessel name, vessel make/model and primary Alaska port from which this vessel will operate. Freshwater vessel registrations require that the owner provide the vessel AK number as provided from DMV or U.S.C.G. documentation number and the primary Alaska drainage or community the vessel will operate out of. A separate vessel registration form is provided within the freshwater logbook. The primary sign-out sheet for the saltwater logbook doubles as the vessel registration form. Access to the DMV vessel licensing database is being requested in order to validate AK numbers and expiration dates.

DATA HANDLING AND CODING

All license applications returned to RTS by the applicant or received by RTS from ADF&G area offices, will be visually reviewed by the program technician prior to data entry as follows:

- Beginning at the top of the license application, a visual check will verify that the license application is for the current year. If the license application is not a current year form, the application (and any funds) will be returned to the applicant along with a current license application form.
- The upper left portion of the form that indicates the type of license desired is reviewed. A guide only license requires that sections A and C be completed. A Business Only License requires that sections A and B be completed. A combination Business/Guide license requires that sections A, B, and C be completed.
- Based on the type of license being applied for, all applicable sections will be examined for completeness and electronically scanned:
 - Section A is reviewed for legible name, address and phone number. The license will still be processed without an e-mail address; no other item may be missing from this section.
 - Section B requires detailed information on the business including name of business, name of business owner, State of Alaska Occupational Business License Number, insurance information along with insurance binder number and effective dates. All information in this section must be complete and legible. No pending or expired information is accepted. A follow-up phone call to the business owner is made for clarification; the license is not processed until the owner responds with the correct information.
 - Section C requests information from anyone wishing to work as a guide. Guide information must include a current first aid card, current Alaska sport fishing license number and a U.S.C.G. operator's license number if the guide plans to

operate a motorized vessel on navigable waters. Citizenship status is also required. Once again, all of the information requested on the license application must be current and complete. If the guide doesn't plan to operate a vessel in navigable water, it is reasonable to leave the section on the U.S.C.G. license number blank, this would be the only time that a missing field is acceptable. Missing or erroneous information requires a phone call to the applicant. The license will not be processed until the correct information is provided.

- Applicant signatures are required. If there is no signature, the license application is returned to the applicant.

All saltwater (SW) and freshwater (FW) vessel registrations are included within the saltwater and freshwater logbook sign-out process and reviewed by the program technician prior to data entry as follows:

- A visual scan of all items pertaining to SW and FW vessel registration is made for completeness.
- If the first and most important item, the DMV vessel AK or U.S.C.G. documentation number is missing, no further data entry is conducted. In order to emphasize the importance of consistent quality control of sign-out sheets, such sign-out sheets are returned to the individual who initially issued the logbook for their follow-up with the business owner. Due to the program technician's experience and familiarization with vessel documentation and AK numbers, it is possible to immediately determine if the numbers provided are not legitimate. A follow-up call to the owner is made for clarification prior to completing the vessel registration. Vessel identification can also be acquired through DMV or the U.S.C.G. for verification if necessary.
- If vessel name (SW), is left blank, vessel registration continues. If those two items are missing, no additional follow-up with the owner is required.
- If primary Alaska port from which the (SW) vessel will operate, or primary drainage or community for which a (FW) vessel operates near is missing, no follow-up is required. This information usually becomes evident from the Port of Offloading information on SW logbook data pages and from the site fished information from the FW logbook data pages. If this information is not discernable based on logbook datasheets, a follow-up call to the owner is placed to obtain the necessary information.

DATA ANALYSIS

Since licensing is mandatory, the data collected by this project can be treated as a census of the information necessary to develop summary reports on the number of sportfishing charter businesses and guides, along with the number of vessels registered to operate in the sport fishing guiding industry in fresh and saltwaters (Objective 2). Additionally, the information gathered in this licensing project is used in the corresponding freshwater and saltwater logbook projects. The data analysis procedures associated with those projects are covered in the separate operational plans covering each project.

SCHEDULES AND DELIVERABLES

The schedule for each of the annual tasks associated with sportfishing licensing and logbook reporting are identified below:

October – December	Develop and finalize the license application. Develop and prepare for printing, the vessel decal and annual tags.
December	Mail out letters detailing any regulation changes if applicable and renewal license application forms to all guides and businesses licensed the previous year. The current license applications and annual year tags for vessel decals are delivered to regional and area ADF&G offices.
January	Programmers develop and make the licensing and logbook sign-out data entry screens available.
January	News Release issued to announce availability of licenses.
January-December	Enter license applications as received.
January-December	Conduct daily mailings of valid licenses.

The divisional Intranet site: <http://intra.sf.adfg.state.ak.us/> will provide an interface for project staff statewide to view summaries of data entry progress, business and guide licenses issued, and to look up individual business and guide registration details.

RESPONSIBILITIES

The following provides more detail on the specific assignments of each person working on the guide licensing and vessel registration projects, their title, job classification, and total combined months for all tasks (funded by the ‘combination’ of the guide licensing, vessel registration, saltwater logbook reporting and freshwater logbook reporting portions of the program since they are grouped within one budget code).

Name/Title	Months	Responsibilities
Dora Sigurdsson, Fishery Biologist IV	0.0	General oversight of the guide and business licensing and vessel registration project, budget manager, develops form design, conducts the bid process, coordinates the printing and distribution, and writes the operational plan and final report. Works with Regional Management Coordinators to define project objectives, coordinates provision of information requests.
Pat Hansen, Biometrician III	0.0	Project biometrician, reviews and approves operational plan, assists with evaluation of resultant information..
Bob Powers, Research Analyst III	4.0	Research analyst in charge of data cleanup and updates. Develops programs, runs computer editing programs, reviews and edits master files
Kirk Brogdon, Analyst/Programmer IV	0.0	Lead analyst/programmer for the registration and logbooks projects. Designs systems for data capture and data summaries. Runs retrievals for licensing and vessel information.
Kathy Kush, Program Technician	12.0	Provides clerical data processing and data entry service for business and guide licensing forms along with the logbook sign-out forms for saltwater and freshwater logbooks that contain vessel registration information. Reviews licensing and vessel registration information for errors, follows up with area offices and operators for clarification in order to complete the processing step.
Cindy Palmatier, Diane Novinska, Raili Kedzior, Andrea Hamby, Office Assistants	31.0	Receive process, date stamp, organize and file all incoming logbook data pages and license applications. Conduct data entry, data scanning, and electronic filing of all incoming data. Receive and place calls to guide business operators and guides.
Southeast staff (under direction of Mike Jaenicke).	0.0	License guides and sportfishing business operators. Collect licensing fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.
Southcentral staff (under direction of Tom Vania, Scott Meyer and Matt Miller)	0.0	License guides and sportfishing business operators. Collect licensing fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.
Arctic-Yukon-Kuskokwim region III staff (under direction of Don Roach and Tom Taube).	0.0	License guides and sportfishing business operators. Collect licensing fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.

APPENDIX A.
SPORT FISH BUSINESS OWNER/GUIDE LICENSE



2014 SPORT FISH BUSINESS OWNER/ GUIDE LICENSE APPLICATION


Alaska Department of Fish and Game / Division of Sport Fish - RTS
333 Raspberry Road, Anchorage, Alaska 99518-1565
Telephone: (907)267-2369 or (907)267-2390
<http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.sportfishguides>

LICENSE #

This TEMPORARY LICENSE is good for 21 business days from date signed by ADFG Representative		
FEES CHECK ONE: <u>All fees are nonrefundable</u> <input type="checkbox"/> \$50.00 Guide Only License <input type="checkbox"/> \$100.00 Business Only License <input type="checkbox"/> \$100.00 Combined Business/Guide License* <small>*An agent for this business cannot apply as a guide on a combination license</small> <input type="checkbox"/> \$50.00 Guide Only Upgrade to Combination Business/Guide License	METHOD OF PAYMENT: <u>All fees are nonrefundable</u> <input type="checkbox"/> Check # : _____ <small>Make payable to "State of Alaska"</small> <input type="checkbox"/> Money Order # : _____ <input type="checkbox"/> Cash (Anchorage, Juneau, Fairbanks offices <u>ONLY</u>) <input type="checkbox"/> Credit Card (Anchorage, Juneau, Fairbanks offices <u>ONLY</u>)	APPLICATION MUST BE STAMPED BY ADF&G TO BE VALID
INSTRUCTIONS TO COMPLETE FORM ON REVERSE		
SECTION A: ALL APPLICANTS COMPLETE THIS SECTION		
Name of Business Owner or Guide: _____ <div style="text-align: center;"><small>Last First MI</small></div> Permanent Mailing Address : _____ <div style="text-align: center;"><small>PO Box or Street Address City State Zip</small></div> Telephone Number: () _____ In season Telephone Number: () _____ Mail License Here: _____ <div style="text-align: center;"><small>(if different than above) PO Box or Street Address City State Zip</small></div>		
SECTION B: TO BE FILLED OUT BY THE BUSINESS OWNER OR THEIR AGENT		
BUSINESS INFORMATION: Name of Business: _____ Name of Business Owner: _____ State of Alaska Business License Number: _____ Expiration Date: <u>Mo/Date/Yr</u> INSURANCE: See detailed insurance requirements on back. Name of Insurance Company: _____ Policy/Binder #: _____ Effective Dates: From: _____ To: _____ Remember to get a logbook for your business at the nearest ADF&G office prior to commencement of guiding activities!		
SECTION C: TO BE FILLED OUT BY GUIDE OR THEIR AGENT		
Are you a citizen of the United States, Canada, Mexico or a resident alien? Yes <input type="checkbox"/> No <input type="checkbox"/> Basic First Aid Information: Certifying agency: _____ Exp. Date: <u>Mo / Yr</u> 2014 Alaska Sport Fishing License # : _____ Date of Birth: <u>Mo/Date/Yr</u> U.S. COAST GUARD OPERATOR'S LICENSE: (See explanation on back) Do you plan to operate a motorized vessel in Navigable Waters? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete the next line. USCG License # or Merchant Mariner Credential Doc #: <u>USA</u> Exp. Date: <u>Mo/Date/Yr</u>		
SIGNATURE OF BUSINESS OWNER/AGENT or GUIDE: I hereby certify that all information is true and correct and that I understand this information is subject to public disclosure. (NOTE: Making a false statement or omitting a material fact, is subject to a maximum penalty of \$10,000 or 1 year imprisonment, or both, per AS 11.56.210.) X _____ Circle one: Applicant or Agent Date: _____		
This temporary license must be signed and stamped by an ADF&G employee and in your possession before guiding activities begin.		
Name of ADF&G Representative (print): _____ Date: _____ Signature: _____ Place of Issue: _____		

Bottom Copy To Applicant

Licenses, Tags, Stamps, and Permits Store, Alaska Department of Fish and Game



Alaska Department of Fish and Game

[ADF&G Home](#) » [Licenses & Permits](#)

Purchase Licenses, Tags, Stamps, Permits

[Products and Pricing](#) [Purchase Requirements](#) [Payment Methods](#) [Shipping/Printing Policy](#)
[Refund and Return Policy](#) [Privacy Policy](#) [Contact Us](#)

Welcome to the Alaska Department of Fish and Game, and thank you for visiting! We hope that you will find the information you need to purchase a license or apply for a permit. Please take time to look around, check the [regulations](#) and then purchase what you need.

The following items are available online:

Begin Purchase Process

- Hunting and Fishing Licenses
- Commercial Crewmember Licenses
- King Salmon Stamps
- Big Game Tags
- State of Alaska Duck Stamps
- Big Game Drawing Permits (available May 1 - May 31 and November 1 - December 17)
- McNeil River State Game Sanctuary Viewing Access Permit
- Sport Fish Business Owner and Guide License Application

IMPORTANT - PLEASE READ

Only Alaska sport fishing, hunting and trapping licenses, king salmon stamps (purchased WITH a fishing license) and general season harvest tickets can be printed at home. You may go out in the field immediately with your temporary license if no other items such as big game tags, permits, sport fish guide/charter business owner and guide licenses, etc. are required.

King salmon stamps (purchased separately from a fishing license), duck stamps, big game tags, commercial crew licenses, and sport fish guide/charter business owner and guide licenses will be MAILED to you and you must have them in your possession to LEGALLY hunt, fish or provide guided fishing services if they are required. Do not purchase these items online if you need them before they can reach you via the U.S. Postal Service.

POWERED BY
InternetSecure

VISA

MasterCard

DISCOVER
NETWORK

Begin Purchase Process

15

SPORT FISH GUIDE, BUSINESS, LOGBOOK, CHARTER REQUIREMENTS

Overview	Business & Guide Licenses	Vessel Registration	Logbook	Maps	Kenai River	Halibut Charters	Forms	FAQs
----------	---------------------------	---------------------	---------	------	-------------	------------------	-------	------

[ADF&G Home](#) » [Licenses & Permits](#) » [Professional Licenses](#)

SPORT FISHING GUIDES & CHARTER REQUIREMENTS

BUSINESS/GUIDE LICENSE APPLICATION


Business/Guide License Application (PDF 24 kB)

IMPORTANT: This form alone does not allow you to legally resume guiding or operating your guiding business, you must have a license that has been signed by a department representative before initiating any guiding services. A permanent license will be mailed to you within 14 days. Do not provide guided services until you receive your permanent license.

1. Print both the instructions page and the license application.
2. Follow the instructions as you fill out all applicable sections of the license application.
3. All applicable sections must be complete, legible and reflect current certificate and license numbers.
4. Enclose a check or money order made out to the State of Alaska. Do not send cash.
 1. Send it to the address noted in the upper portion of the form, to
State of Alaska
Dept. of Fish and Game - Sport Fish RTS
333 Raspberry Rd.
Anchorage, Alaska 99518-1599
5. Do NOT fax or e-mail the application. An original signature must be on file.
6. Sign and date your application.
7. Incomplete or illegible forms will be returned, resulting in a processing delay.
8. Please allow 2 weeks for processing and receipt of a validated license.

BUSINESS ONLY LICENSE


7998	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	2014
JOHN DOE SAMPLE BUSINESS ONLY		
The person named above has a validated License on file with the Alaska Department of Fish & Game as a		
Sport Fishing Business		
<i>NK Sigurdson</i> Department Representative Phone (907) 267-2390	NO USCG	11/21/13 Validation Date (Expires 12/31/2013)



Alaska Dept. of Fish & Game
Division of Sport Fish
333 Raspberry Road
Anchorage, AK 99518

COMBINATION BUSINESS/GUIDE LICENSE


7999	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	2014
JOHN DOE SAMPLE COMBO BUSINESS		
The person named above has a validated License on file with the Alaska Department of Fish & Game as a		
Sport Fishing Guide and Business		
<i>NK Sigurdson</i> Department Representative Phone (907) 267-2390	NO USCG	11/21/13 Validation Date (Expires 12/31/2013)



Alaska Dept. of Fish & Game
Division of Sport Fish
333 Raspberry Road
Anchorage, AK 99518

GUIDE ONLY LICENSE

7997	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	2014
JOHN DOE		
The person named above has a validated License on file with the Alaska Department of Fish & Game as a		
Sport Fishing Guide		
<i>NK Sigurdson</i> Department Representative Phone (907) 267-2390	USCG USA00001234	11/21/13 Validation Date (Expires 12/31/2013)



Alaska Dept. of Fish & Game
Division of Sport Fish
333 Raspberry Road
Anchorage, AK 99518

APPENDIX B.
VESSEL REGISTRATION



INSTRUCTIONS FOR ADF&G REPRESENTATIVE:

Please forward the **white** copy of this form to: **Sport Fish RTS, 333 Raspberry Rd., Anchorage, AK 99518-1565.**

DO NOT REMOVE THE PINK COPY. THE PINK COPY MUST STAY IN THE LOGBOOK.

DO NOT ISSUE A LOGBOOK UNLESS THE APPLICANT HAS THE FOLLOWING:

- ☐ **2014 ADF&G Sport Fish Business License**
- ☐ **Current AK Vessel No. issued by DMV or Current U.S.C.G. Vessel Documentation No.**

NONE OF THE ABOVE CAN BE "PENDING"

2014 ADF&G Sport Fish Business Owner and Guide License applications are available at all ADF&G offices or online at: <http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.sportfishguides>

AK Vessel Registration information is available from Alaska Division of Motor Vehicles at (907) 269-5551 or online at: <http://www.doa.alaska.gov/dmv/reg/boat.htm>

2014 Saltwater Sport Fish Charter Logbook Sign-Out AND Vessel Registration *Must be completed*

SPORT FISH BUSINESS INFORMATION:

Name of Sport Fishing Business: _____

ADF&G Sport Fish Business License No.: **2014-** _____

SPORT FISHING CHARTER VESSEL REGISTRATION:

☐ **DMV issued AK No. or U.S.C.G. Vessel Documentation No.:** _____
(A logbook WILL NOT be issued without a current AK or U.S.C.G. No.)

☐ **Vessel Name:** _____
(Vessel Name and AK No. or U.S.C.G. No. must appear on the cover)

☐ **Primary Alaska Saltwater port from which this vessel will operate during 2014:**

DEPARTMENT USE ONLY

☐ **Did you issue a Stat. Area Map?** YES ☐ NO ☐ If No, Explain:

☐ **ADF&G Representative: (print)** _____

☐ **Area Office:** _____ **Date of Issue:** _____

Appendix B2.–Freshwater vessel registration, updated annually.

LOGBOOK NO.

2014 FRESHWATER SPORT FISH GUIDE

Vessel Registration

NOTE TO ADF&G REPRESENTATIVE

Confirm that the vessel information requested on the bottom of this page is complete. Every vessel that this business is intending to operate while providing sport fishing guided services, must be recorded.

Attach the white (top) copy of this page to the sign-out sheet, whether or not there are registered vessels. Mail the sign-out sheet and the vessel registration page to the Anchorage ADF&G RTS office at 333 Raspberry Rd., Anchorage, AK 99518-1565.

REGISTERING YOUR VESSEL(S)

For each vessel you plan to use to conduct sport fishing guided activities, please fill out the information below.

If a vessel is newly purchased, leased or borrowed at anytime during the guiding season, it must have a current AK Boat Number **or** a U.S.C.G. documentation number. If a vessel is added during the season, call the local ADF&G office or (907) 267-2369.

For purposes of vessel registration, vessels are defined as: **rafts, canoes, kayaks, motorized and nonmotorized water vehicles.**

Registration Exemption: Personal Float Tubes.

MULTIPLE LOGBOOKS?

Note logbook number where vessel information has been provided:

AK BOAT NO. OR U.S.C.G. VESSEL NO.	PRIMARY AK DRAINAGE/COMMUNITY THE VESSEL WILL OPERATE OUT OF IN 2014
---------------------------------------	---

Continue on another sheet if you have more vessels. Transfer the business name and logbook number onto that extra sheet.

Appendix B3.—Sport fishing guide vessel decal.



Appendix B4.—Sport fishing guide vessel annual tag, updated annually.



APPENDIX C.

LICENSING DATABASE STRUCTURE

Sport Fish Guide License Entry

The Guide License Data Entry application is a web based database-driven application where by the user chooses what they wish to do by following a series of links. Below describes a brief overview of how to maneuver through the application to perform basic Data Entry.

The following Data Entry application reflects 2007 instructions, it remains the same for 2014 licenses.

Select Guides Licensing/Logbooks:

Site Index...

Welcome to the Division of Sport Fish Intranet. For details on a particular section, you may select a below.

<u>THE INTRANET</u> <ul style="list-style-type: none">● Intranet Support Contact List● Navigational Guidelines● Site Map● Site News● SF Sites Usage Statistics● Lake Data Administrative pages <u>INFORMATION</u> <ul style="list-style-type: none">● Strategic Planning● Divisional Reports● Emergency Orders/News Releases● Fish Stocking Update● Regulations● Sonar/Weir Counts <u>ADMINISTRATIVE</u> <ul style="list-style-type: none">● Change Your Password	<u>DATABASES</u> <ul style="list-style-type: none">● Guides Licensing/Logbooks● Permits - Pers. Use and Chitina● PID/DAV Lookup● Proxy Fishing Information Forms● Sport Fishing Guides● State Personnel Database● Statewide Harvest Survey Estimates● FDD Maps Cartographer's Entry Screen● FDD Maps Draft Review site <u>RESOURCES</u> <ul style="list-style-type: none">● Administration and Personnel● Collaborative Project Area● General Docushare● Publications and Document Library
---	---

This Intranet home page has been accessed 112,280 times since September 19, 2000.

Select Enter or Edit Data:

Sportfishing Guide/Business Registration & Logbooks Index...

- ▶ [Enter or Edit Data](#)
- ▶ [Reports for Departmental Use Only](#)
- ▶ [Statistics and Related Internet Links](#)

This intranet page has been accessed 102,375 times since September 25, 2000.

[Site Index](#) • [The Intranet](#) • [Information](#) • [Databases](#) • [Resources](#) • [On-line Help](#) • [Feedback](#) • [Back](#)

Webmaster: Derek Hedstrom (Derek_Hedstrom@fishgame.state.ak.us)
[Copyright 1998-2005 Alaska Department of Fish and Game. All Rights Reserved.](#)

This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above.

Select SF Guide and Business Licensing:

Sportfishing Guide/Business Registration & Logbooks Index...

[Enter or Edit Data](#)

- ▶ [SF Guide and Business Licensing](#)
- ▶ [SF Guide and Business Registrations \(Pre 2005\)](#)
- ▶ [Charter Logbooks](#)
- ▶ [Saltwater Charter Logbooks \(Pre 2005\)](#)
- ▶ [Department Representative Maintenance](#)
- ▶ [Reports for Departmental Use Only](#)
- ▶ [Statistics and Related Internet Links](#)

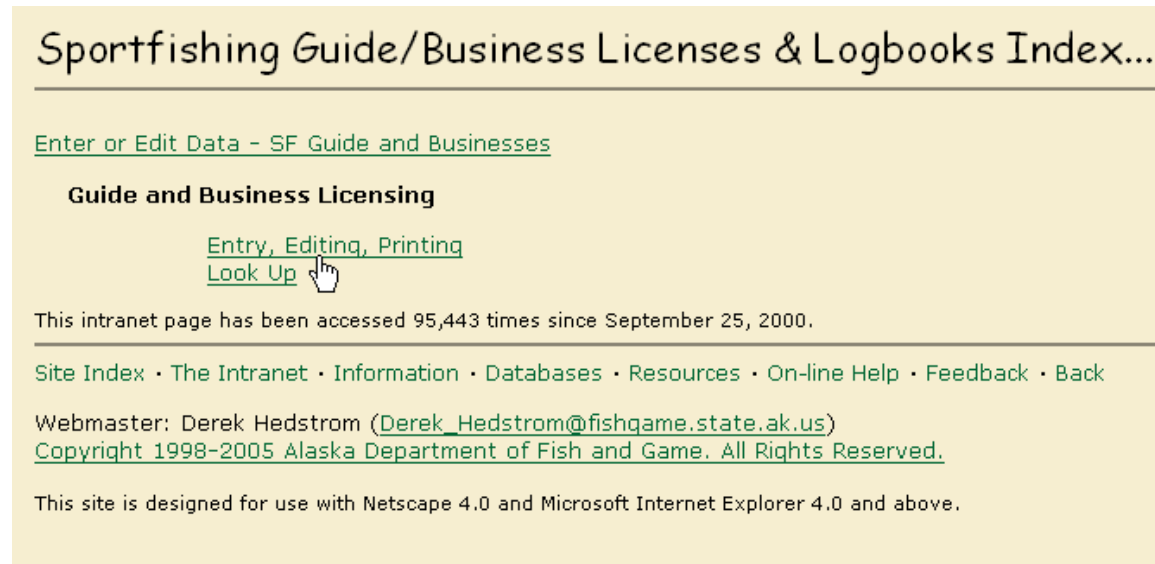
This intranet page has been accessed 107,782 times since September 25, 2000.

[Site Index](#) • [The Intranet](#) • [Information](#) • [Databases](#) • [Resources](#) • [On-line Help](#) • [Feedback](#) • [Back](#)

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This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above.

Select Entry, Editing, Printing:



Sportfishing Guide/Business Licenses & Logbooks Index...

[Enter or Edit Data - SF Guide and Businesses](#)

Guide and Business Licensing

[Entry, Editing, Printing](#)
[Look Up](#)

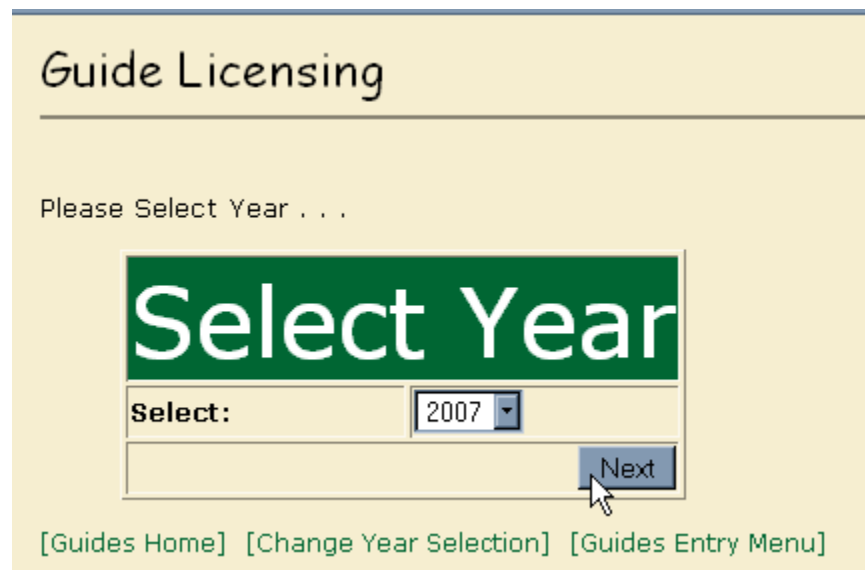
This intranet page has been accessed 95,443 times since September 25, 2000.

[Site Index](#) • [The Intranet](#) • [Information](#) • [Databases](#) • [Resources](#) • [On-line Help](#) • [Feedback](#) • [Back](#)

Webmaster: Derek Hedstrom (Derek_Hedstrom@fishgame.state.ak.us)
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This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above.

Select appropriate year from drop down box then click 'Continue':



Guide Licensing

Please Select Year . . .

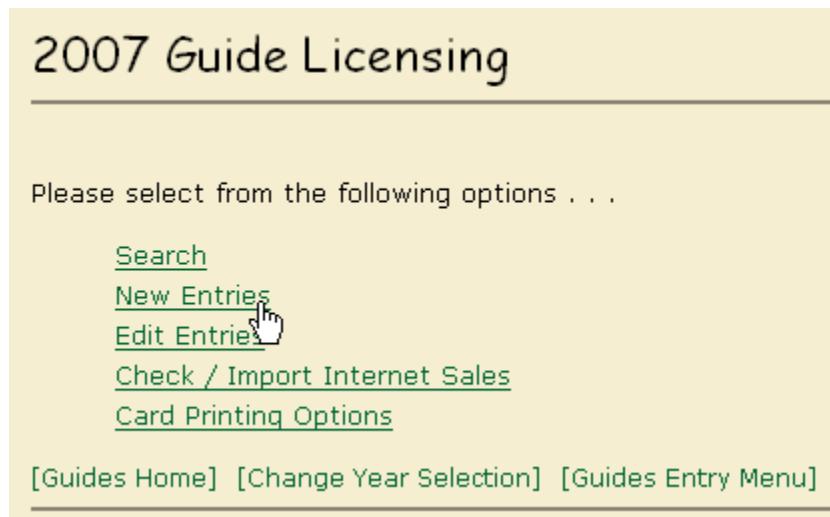
Select Year

Select: 2007

Next

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

Select New Entries:



2007 Guide Licensing

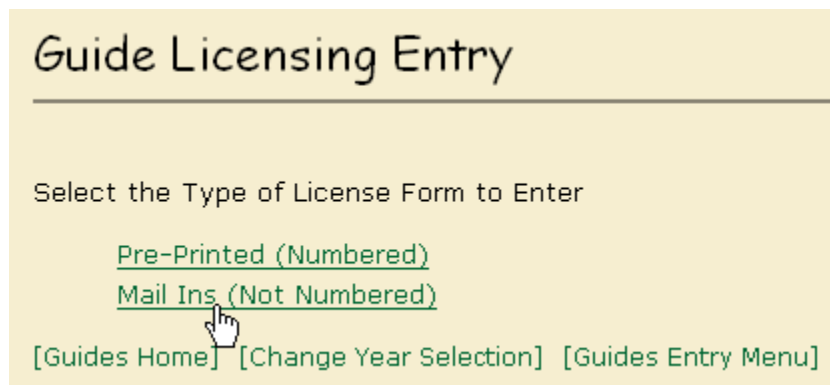
Please select from the following options . . .

- [Search](#)
- [New Entries](#)
- [Edit Entries](#)
- [Check / Import Internet Sales](#)
- [Card Printing Options](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

This screenshot shows a web page titled "2007 Guide Licensing". Below the title is a horizontal line. The text "Please select from the following options . . ." is followed by a list of five underlined links: "Search", "New Entries", "Edit Entries", "Check / Import Internet Sales", and "Card Printing Options". At the bottom of the page are three links: "[Guides Home]", "[Change Year Selection]", and "[Guides Entry Menu]". A mouse cursor is pointing at the "New Entries" link.

Select License Form Type:



Guide Licensing Entry

Select the Type of License Form to Enter

- [Pre-Printed \(Numbered\)](#)
- [Mail Ins \(Not Numbered\)](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

This screenshot shows a web page titled "Guide Licensing Entry". Below the title is a horizontal line. The text "Select the Type of License Form to Enter" is followed by a list of two underlined links: "Pre-Printed (Numbered)" and "Mail Ins (Not Numbered)". At the bottom of the page are three links: "[Guides Home]", "[Change Year Selection]", and "[Guides Entry Menu]". A mouse cursor is pointing at the "Mail Ins (Not Numbered)" link.

Fill in applicable fields then continue:

2007

Department Use Information						8702
License Type: <input checked="" type="radio"/> Guide Only <input type="radio"/> Business Only <input type="radio"/> Combined Guide and Business			Payment Type: <input checked="" type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Money Order			
Section A - General Information. To be filled out by All Applicants .						
Last Name:	First Name:	Initial:				
Mailing Address:	City:	State:	Zip:	Country:		
Telephone:	In Season Telephone:					
Email Address:						
<div>Continue</div> <div>Reset Fields</div>						
[Guides Home] [Change Year Selection] [Guides Entry Menu]						

Fill in any and all subsequent sections and then save when complete:

2007

Department Use Information						8702
License Type: <input checked="" type="radio"/> Guide Only <input type="radio"/> Business Only <input type="radio"/> Combined Guide and Business			Payment Type: <input checked="" type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Money Order			
Section A - General Information. To be filled out by All Applicants .						
Last Name:	First Name:	Initial:				
Mailing Address:	City:	State:	Zip:	Country:		
Telephone:	In Season Telephone:					
Email Address:						
Section C - Guide Information. To be filled out by Guide or Agent .						
US Citizen?	First Aid Certifying Agency:	First Aid Expiration Date:				
<input checked="" type="radio"/> Yes <input type="radio"/> No	YMCA	06/06/09				
2007 Sport Fishing License Number:	Operating a Motorized Vessel?					
7000001	<input checked="" type="radio"/> Yes <input type="radio"/> No					
USCG License Number (If operating a motorized Vessel only):	USCG Expiration Date:					
Signatures						
Signed?	By:	Date Signed:				
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Applicant <input type="radio"/> No					
Department Rep:	Area Office:	Date Signed and Stamped:				
KUSH, KATHY	ANCHORAGE RTS					
Comments:						
<div>Save</div> <div>Reset Fields</div>						
[Guides Home] [Change Year Selection] [Guides Entry Menu]						

Searching and Editing

Use the following screen to retrieve a single or group of records for viewing or editing:

2007 Guide and Business Licenses: Search

Enter any of the three searchable criteria below

Year:

License Number:

Last Name:

Business Name:

[\[Guides Home\]](#)
[\[Change Year Selection\]](#)
[\[Guides Entry Menu\]](#)

Select from list of results that match criteria entered:

Your Selection Returned **11** Records. Click on any part of the row to **View** the Information. You may try another [search](#) if this information isn't correct.

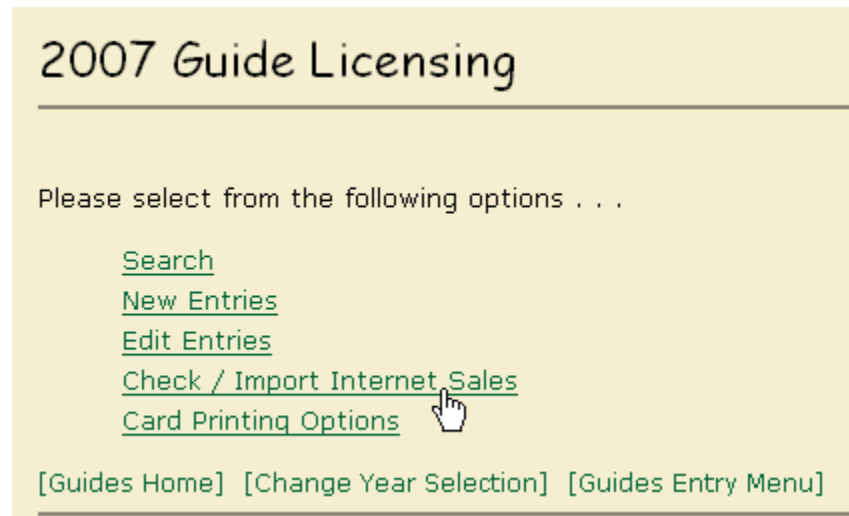
License Number	License Type	Business Name	Last Name, First Name	Mailing Address	City, State	Results		
1105	Combined	BLUE MOOSE RAFTING AND GUIDING	BOY, MICHAEL	1100 HOLIDAY DRIVE	WASILLA, AK	View License	Edit	Show Hidden
642	Combined	BLUE CHIP LLC	RUDE, ROBERT	PO BOX 1499	HOMER, AK	View License	Edit	Show Hidden
11002	Combined	BLUESKIES BOAT CHARTERS	CHAMBERS, CHARLES	23436 BLUE SKIES DR	CHUGIAK, AK	View License	Edit	Show Hidden
8399	Combined	BLUE HERON INN	LATHAM, JOHN	PO BOX 254	YAKUTAT, AK	View License	Edit	Show Hidden
600	Combined	BLUEBERRY ISLAND LODGE	RIDDLE, GEORGE	PO BOX 16	NAKNEK, AK	View License	Edit	Show Hidden
11416	Combined	BLUE RIBBON ALASKAN CHARTERS	BARTOLOWITS, RICHARD	44400 TEABERRY AVE	KENAI, AK	View License	Edit	Show Hidden
308	Combined	BLUE MOOSE RAFTING AND OUTFITTING	MUESSEAU, RICHARD	3199 STOREY DR	NORTH POLE, AK	View License	Edit	Show Hidden
3007	Combined	BLUE MOOSE LAKESIDE LODGE	ADIAM, MICHAEL	35555 SPUR HWY PMB 275	SOLDOTNA, AK	View License	Edit	Show Hidden
11694	Combined	BLUE WATER CHARTER AND TACKLE	SOUZA, GARY	POB 8276	KETCHIKAN, AK	View License	Edit	Show Hidden
1680	Combined	BLUE DORY CHARTERS	WILSON, DEAN	1319 MOUNTAIN VIEW DRIVE	KODIAK, AK	View License	Edit	Show Hidden
596	Combined	BLUE FLY LLC	EDEL, PATRICIA	PO BOX 81	KING SALMON, AK	View License	Edit	Show Hidden

Selecting the Edit button displays the following screen from which you can edit, mark for re print or delete if necessary.

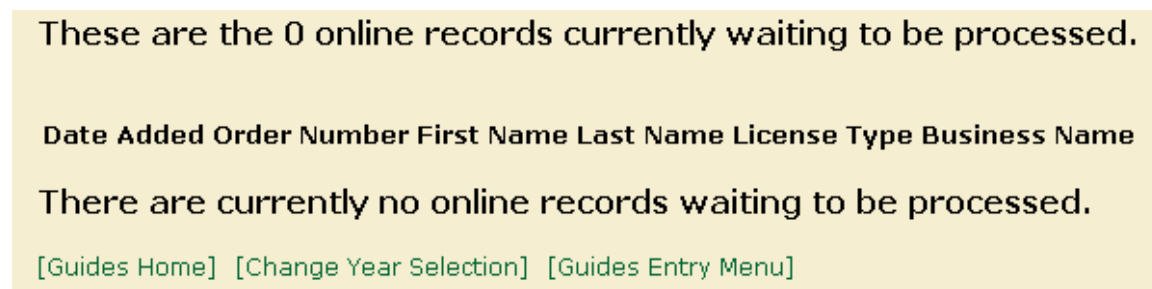
2007					
Department Use Information					11002
License Type: <input type="radio"/> Guide Only <input type="radio"/> Business Only <input checked="" type="radio"/> Combined Guide and Business			Payment Type: <input type="radio"/> Check <input type="radio"/> Cash <input checked="" type="radio"/> Credit Card <input type="radio"/> Money Order		
Section A – General Information. To be filled out by All Applicants.					
Last Name:		First Name:		Initial:	
CHAMBERS		CHARLES		W	
Mailing Address:		City:		State:	Zip: Country:
23436 BLUE SKIES DR		CHUGIAK		AK	99567 USA
Telephone:		In Season Telephone:			
Email Address:					
Section B – Business Information. To be filled out by Business Owner or Agent.					
Business Name:		Business License Number:		Bus License Expiration Date:	
BLUESKIES BOAT CHARTERS		287027		12/31/07	
Insurance Company:		Policy/Binder Number:		Insurance Start Date:	Insurance End Date:
NORTHERN MARINE INSURANCE		N5JE52623		05/10/06	05/10/07
Section C – Guide Information. To be filled out by Guide or Agent.					
US Citizen?		First Aid Certifying Agency:		First Aid Expiration Date:	
<input checked="" type="radio"/> Yes <input type="radio"/> No		AMERICAN HEART ASSOCIATION		10/25/08	
2007 Sport Fishing License Number:		Operating a Motorized Vessel?			
7729164		<input checked="" type="radio"/> Yes <input type="radio"/> No			
USCG License Number (If operating a motorized Vessel only):			USCG Expiration Date:		
1089086			05/05/10		
Signatures					
Signed?		By:		Date Signed:	
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> Applicant <input type="radio"/> No		02/01/07	
Department Rep:		Area Office:		Date Signed and Stamped:	
ADFG WEBSITE		ADFG WEBSITE		02/02/07	
Comments:					
<input type="button" value="Save"/> <input type="button" value="Reset Fields"/> <input type="button" value="Delete"/> <input type="button" value="RePrint"/>					

Printing and Processing

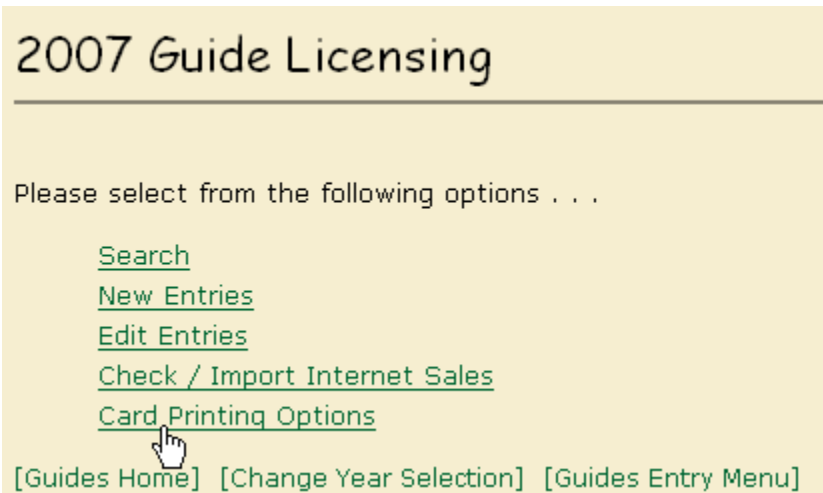
From the Guide menu, select Check and Import Internet Sales



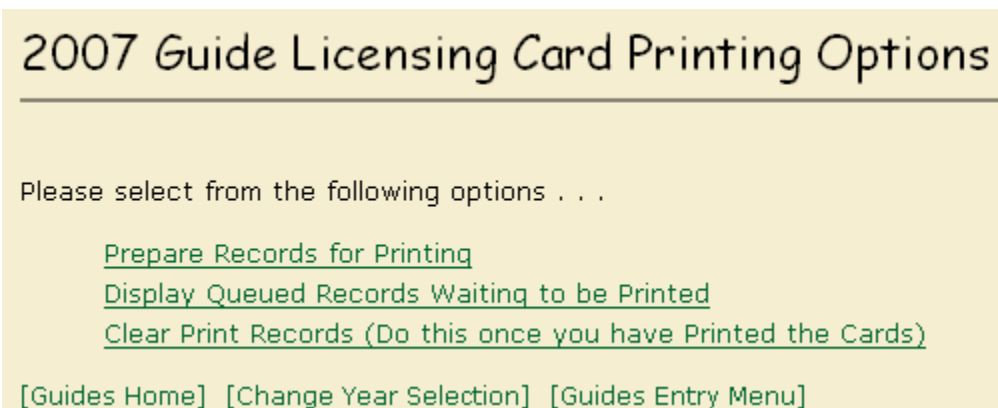
Which will display a screen showing all online entries that waiting to be downloaded.



To Process, go back to the Licensing menu and select Card Printing Options:



Select from the options below.



Appendix C2.–Data diagram for Internet sales.

Column Name	Type	Nullable	Description
is_Id	int	No	Unique record identifier
is_OrderNum	int	No	Order number from online application
is_LicNum	int	Yes	ADFG Business/Guide license numberLicense number
is_DataYear	int	No	Year the ADFG Business/Guide license is valid for
is_licType	int	No	Type of license issued 1 = Guide only, 2 = Business only, 3 = Combination
is_PaymentType	int	No	Method of payment for the ADFG Business/Guide license
is_LastName	varchar(20)	Yes	Last name of business owner or guide
is_FirstName	varchar(15)	Yes	First name of business owner or guide
is_initial	char(1)	Yes	Middle initial of business owner or guide
is_PAddress	varchar(40)	Yes	Physical address
is_PCity	varchar(25)	Yes	Physical city
is_PState	char(2)	Yes	Physical state
is_PZip	varchar(10)	Yes	Physical zip code
is_PCountry	char(3)	Yes	Physical country
is_MAddress	varchar(40)	Yes	Mailing address
is_MCity	varchar(25)	Yes	Mailing city
is_MState	char(2)	Yes	Mailing state
is_MZip	varchar(10)	Yes	Mailing zip code
is_MCountry	char(3)	Yes	Mailing country
is_PPhone	varchar(10)	Yes	Permanent phone number
is_IPhone	varchar(10)	Yes	In season phone number
is_Email	varchar(45)	Yes	Email address
is_BusinessName	varchar(80)	Yes	Name of business
is_BusLicNum	varchar(10)	Yes	Alaska Division of Occupational Licensing (DOL) business license number
is_BusExpDate	datetime	Yes	Expiration date of DOL business license
is_InsuranceCo	varchar(50)	Yes	Name of insurance company
is_InsPolicyNum	varchar(30)	Yes	Policy/Binder number of policy
is_InsBeginDate	datetime	Yes	Start date of insurance
is_InsEndDate	datetime	Yes	End date of insurance
is_IsCitizen	bit	No	Indicates US, Canada or Mexico citizenship
is_FirstAidCert	varchar(50)	Yes	Certifying agency for first aid certificate
is_FirstAidExpDate	datetime	Yes	Expiration date of first aid certificate
is_SportLicNum	char(7)	Yes	Alaska Sport Fishing License number
is_IsVesselMotorized	bit	No	Indicates plan to operate a motorized vessel in navigable waters
is_USCGNumber	varchar(15)	Yes	USCG operator's license number
is_USCGExpDate	datetime	Yes	USCG operator's license expiration date
is_DOB	smalldatetime	Yes	Guide's date of birth
is_IsSignedGuide	bit	No	Did the applicant date the form
is_SignedGuideDate	datetime	Yes	Date the applicant sign the form
is_AreaOffice	varchar(12)	No	ADFG office - Defaults to 'ADFG WEBSITE'
is_DeptRep	varchar(12)	No	ADFG representative - Defaults to 'ADFG WEBSITE'
is_IssueDate	datetime	Yes	Date ADFG Business/Guide license was issued
is_IsSignedRep	bit	No	Did the department representative sign the form - Defaults to 1 (true)
is_IsImported	bit	No	Indicates the record was imported from the online web application
is_ImportDate	smalldatetime	No	Date the online web application data was imported
is_KeyId	varchar(8)	Yes	User ID of data entry person - Defaults to 'WEB_USER'
is_IsDeleted	bit	No	Record has been deleted from master table
is_DeletedBy	varchar(10)	Yes	User ID of person making the delete
is_DeletedDate	smalldatetime	Yes	Date Deleted

Appendix C3.–Data diagram for guides table.

Column Name	Type	Nullable	Description
gu_id	int	No	Unique record identifier
gu_OrderNum	int	Yes	Order number if online application
gu_LicNum	int	No	ADFG Business/Guide license numberLicense number
gu_DataYear	int	No	Year the ADFG Business/Guide license is valid for
gu_LicType	tinyint	No	Type of license issued 1 = Guide only, 2 = Business only, 3 = Combination
gu_PaymentType	tinyint	No	Method of payment for the ADFG Business/Guide license
gu_LastName	varchar(20)	No	Last name of business owner or guide
gu_FirstName	varchar(15)	Yes	First name of business owner or guide
gu_Initial	char(1)	Yes	Middle initial of business owner or guide
gu_PAddress	varchar(50)	Yes	Physical address
gu_PCity	varchar(25)	Yes	Physical city
gu_PState	varchar(2)	Yes	Physical state
gu_PZip	varchar(10)	Yes	Physical zip code
gu_PCountry	char(3)	Yes	Physical country
gu_PDpb	char(2)	Yes	Indicates a specific problem with the physical address
gu_PZipError	char(2)	Yes	Indicates a specific problem with the physical zip code
gu_MAddress	varchar(50)	Yes	Mailing address
gu_MCity	varchar(25)	Yes	Mailing city
gu_MState	varchar(2)	Yes	Mailing state
gu_MZip	varchar(10)	Yes	Mailing zip code
gu_MCountry	char(3)	Yes	Mailing country
gu_MDpb	char(2)	Yes	Indicates a specific problem with the mailing address
gu_MZipError	char(2)	Yes	Indicates a specific problem with the mailing zip code
gu_PPhone	varchar(10)	Yes	Permanent phone number
gu_IPhone	varchar(10)	Yes	In season phone number
gu_Email	varchar(50)	Yes	Email address
gu_BusinessName	varchar(80)	Yes	Name of business
gu_BusLicNum	varchar(10)	Yes	Alaska Division of Occupational Licensing (DOL) business license number
gu_BusExpDate	smalldatetime	Yes	Expiration date of DOL business license
gu_InsuranceCo	varchar(50)	Yes	Name of insurance company
gu_InsPolicyNum	varchar(30)	Yes	Policy/Binder number of policy
gu_InsBeginDate	smalldatetime	Yes	Start date of insurance
gu_InsEndDate	smalldatetime	Yes	End date of insurance
gu_IsCitizen	bit	No	Indicates US, Canada or Mexico citizenship
gu_FirstAidCert	varchar(50)	Yes	Certifying agency for first aid certificate
gu_FirstAidExpDate	smalldatetime	Yes	Expiration date of first aid certificate
gu_SportLicNum	varchar(10)	Yes	Alaska Sport Fishing License number
gu_IsVesselMotorized	bit	No	Indicates plan to operate a motorized vessel in navigable waters
gu_USCGNumber	varchar(15)	Yes	USCG operator's license number
gu_USCGExpDate	smalldatetime	Yes	USCG operator's license expiration date
gu_DOB	smalldatetime	Yes	Guide's date of birth
gu_IsSignedGuide	bit	No	Did the applicant date the form
gu_SignedGuideDate	smalldatetime	Yes	Date the applicant sign the form
gu_AreaOffice	varchar(20)	Yes	ADFG office that issued the ADFG Businesses/Guide license
gu_DeptRep	varchar(50)	Yes	ADFG representative that issued the ADFG Businesses/Guide license
gu_IssueDate	smalldatetime	Yes	Date ADFG Business/Guide license was issued
gu_IsSignedRep	bit	No	Did the department representative sign the form
gu_IsAgent	bit	No	Is the person applying an agent

-continued-

Appendix C3.–Page 2 of 2.

Column Name	Type	Nullable	Description
gu_IsDuplicate	bit	No	Indicates the ADFG Business/Guide license is a duplicate of another ADFG Business/Guide license
gu_IsVoid	bit	No	Indicates the record is voided, happens when there's a duplicate license and money has been refunded
gu_PrintDate	smalldatetime	Yes	Date the ADFG Business/Guide license is originally printed for delivery
gu_IsReprint	bit	No	Indicates the ADFG Business/Guide license was reprinted
gu_LastReprintDate	smalldatetime	Yes	Date the ADFG Business/Guide license is reprinted for delivery
gu_DuplicateRef	varchar(15)	Yes	References the ADFG Business/Guide license that is a duplicate
gu_IsImported	bit	No	Indicates the record was imported from the online web application
gu_ImportDate	smalldatetime	Yes	Date the online web application data was imported
gu_KeyID	varchar(15)	Yes	User ID of data entry person
gu_KeyDate	smalldatetime	No	Date keyed into the system
gu_LastUpdateID	varchar(15)	Yes	User ID of person to make the most recent change to the ADFG Business/Guide license record
gu_LastUpdate	smalldatetime	Yes	Date of most recent change to the ADFG Business/Guide record
gu_Comments	text	Yes	Misc user comments

Appendix C4.–Data diagram for print records table.

Column Name	Type	Nullable	Description
pr_Id	int	No	Unique record identifier
pr_LicNum	int	No	ADFG Business/Guide license numberLicense number
pr_DataYear	int	No	Year the ADFG Business/Guide license is valid for
pr_LicType	tinyint	No	Type of license issued 1 = Guide only, 2 = Business only, 3 = Combination
pr_LastName	varchar(20)	No	Last name of business owner or guide
pr_FirstName	varchar(15)	Yes	First name of business owner or guide
pr_PAddress	varchar(50)	Yes	Address to Mail Card to
pr_PCity	varchar(25)	Yes	City
pr_PState	varchar(2)	Yes	State
pr_PZip	varchar(10)	Yes	Zip Code
pr_PCountry	char(3)	Yes	Country
pr_BusinessName	varchar(80)	Yes	Business Name if applicable
pr_IssueDate	smalldatetime	Yes	Date Issued
pr_PrintDate	smalldatetime	Yes	Date Printed
pr_IsVesselMotorized	bit	No	Bit flag to show if motorized vessels are used
pr_USCGNumber	varchar(15)	Yes	USCG Issued Number
pr_USCGExpDate	smalldatetime	Yes	Expiration Date of USCG Number
pr_DOB	smalldatetime	Yes	DOB of Guide